

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati house: Copernicus Marg,
Mandi House: New Delhi: 110001

No. D-13023/15/2019-20/GA-I/Part file

Date: 22.03.2020

Office Memorandum

Subject: Precautionary measures to contain the spread of COVID-19

Reference: DOPT, Office memorandum No. 11013/9/2014- Estt (A-III) dated 22.03.2020

In supersession of Prasar Bharati Sectt Office Order No. D-13023/15/2019-20/GA-I/Part-File/ dated 20.03.2020 on the subject matter, the instructions issued vide above referred Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training OM dated 22.03.2020 are reiterated for strict adherence.

2. The skeleton officers/ staff (including contractuales and outsource-manpower) required for essential services should only be called to attend the office from 23rd March till 31st March 2020. Concerned Principal DG/DGs (in case of News Services Division AIR/DD News)/ ADGs (in other cases) may decide on requirement of the skeleton staff for the essential services.
3. The Officers/ Staff (including contractuales and outsource-manpower) who are not required to come to the office would be working from home. They should be available on telephone and electronic means for communications at all the times. They should attend Office, if called for, in case of any exigencies of work.
4. In the administrative offices like Prasar Bharati Secretariat, Directorates, Zonal offices etc., generally skeleton manpower for services like pay bill generation and admin support may be called to the office.
5. The above instructions issued with the approval of CEO, Prasar Bharati and are applicable with immediate effect.

22/03/2020
(G.D.Sharma)

Deputy Director General(Admin)

To

1. Principal DG, NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal Heads (Engineering & Programme)/Chief Engineer, CCW / All Station Heads/ HOD, AIR & Doordarshan
4. ADG (NABM), ADG (Economic Intelligence), ADG(B&R), ADG(IR/ Marketing), ADG(Procurement) Prasar Bharati

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5. CVO, Prasar Bharati
6. DDG (T) for circulation in e-office

Copy for information to:

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&R)/ (Fin.)/ (Tech.) PBS
6. DDGs (Admin.) / (Fin.)/(Tech.)/ (Tech. &Coordination)/ (Ops.)/ (LM&HR-C), PBS
7. Dir(GA-1)/DD(GA-2)
8. AE (GA-I)/ AE (GA-II), PBS
9. Notice Board, PBS.